

STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)
Evaluation Workgroup
July 24, 2007
MINUTES

Attendees: Bob Levy, Ruth Gassman, Harold Kooreman, Rebecca Smith, Eric Martin, Jeanie Alter, Tom Steiger, Gary Williams
DMHA STAFF: Marcia French, Kim Manlove

Call to Order

Bob Levy called the meeting to order and the minutes were approved with a minor correction that the next meeting would be August 21st at 10:30 PM. He next introduced Tom Steiger from Indiana State University who is on the Vigo County team headed by Tom Johnson who has the contract to provide community level evaluation and technical assistance to Vigo.

Updates Reports

- A. **SEOW Report**- Harold Kooreman gave an update on the status of the next State Epidemiological Profile. At the last meeting of the SEOW they reviewed the first three chapters and discussed including an Executive Summary and other formatting changes that would make the report more user-friendly. An additional chapter was being developed that would include information on Risk and Protective factors. The format will be similar to the first report. He also indicated that the first report was directed more toward the Strategic Prevention Framework but that future reports would address broader issues. Bob Levy suggested that as part of the executive summary information a listing of what changes had been made to the report and what sections and information were new. The workgroup then discussed the distribution strategy for the remaining copies from the current year and the next report. Suggestions included sending the report to all LCCs, Community Consultants, creating a CD of the report, key media contacts, legislators, local government and law enforcement. It was suggested that the Training and Outreach Workgroup develop a distribution strategy for both the current and upcoming report. The possibility of a concurrent release of the new report and the IPRC's Prev-Stat was also discussed. The release date for the report is currently planned for October.

- B. **SPF SIG Rollout**- Marcia French reported that they are right on target for the rollout. IPRC's contract is through the system and has been sent to IU. The contracts to the funded communities have also been sent. Initial site visits will begin this week with the communities in the Northern tier and the Southern Communities to follow the first two weeks of August. Bridge loans have been suggested to funded communities for the initial payment for start up monies. Deliverables for the start up funding will be signed project staff contracts with funded communities and an organization structure document detailing the LAC and LEOW membership and stakeholders as well as workgroups to be created.

C. Training and Outreach- The TOW met earlier in the day and worked on developing the agenda and presentations that will take place at the mandatory SPF SIG Workshop on September 24 and 25. Topics will include an Overview of the SPF Process, Organizational Structure/Workgroups, Logic Model, Stakeholder Buy-In, Financials/Contracts Special Conditions, Training and Outreach, Evaluation, Cultural Competency and Team Building Activities. The Workshop will conclude on September 25th with funded communities attending and making brief presentations to the Governor's Advisory Council meeting. It was also noted that attendance at NPN is not required for 2007 but will be in 2008 when the conference will be held in Indianapolis.

Process Evaluation for Communities- Marcia reported that the first step of process will begin with the initial site visit and Harold indicated that he will develop a baseline case study for each community as a result of the visits. The workgroup reviewed the Site Visit Guidance and Benchmark Documents which will form the basis of the visits. Harold also reported that communities will be required to complete the CLI and provide outcome measures for intervention strategies but that process evaluation was not required by CSAP. Marcia indicated that while process evaluation was not required by CSAP for Cohort 2 grantees, Eric Wright had decided that we would collect the data anyway.

D. Meeting Evaluation Revisions- Harold reported that revisions were made to the SPF SIG satisfaction survey. It is online at Survey Monkey and has been rolled out to project participants this week, so far 16 responses have been received out of a possible 84. Harold also reported that the feedback on the shortened meeting survey form had been extremely positive but so far there had been no appreciable change in the data generated or completion patterns.

E. Agenda Items for August Meeting- Bob suggested that part of the August meeting should be spend on developing the Evaluation Presentation for the September Workshop, as well as evaluation products for the communities to let them know what the expectations are. Rebecca Smith noted that the benchmarks and guidance documents distributed at the meeting form the basis of those expectations. Eric Martin also reported that he had developed an additional document that was a hybrid of the CLI and fidelity instrument from CSAP and would send a copy to Bob. Tom Steiger noted that as the new person in the room his interpretation from the discussion was that we perhaps should be in the role of interpreters to the communities to help them "tease out" what they should be doing and what works best for their own community. Bob agreed saying they should learn by our experience as long as we are consistent in our message.

Next Meeting scheduled for August 21st at 10:30 am.

Meeting adjourned. 12:15 PM